



Sam Sankar  
Greater Washington Aquatic Plant Association  
[sam.sankar@gmail.com](mailto:sam.sankar@gmail.com)

December 14, 2011

Dear Sam:

We are delighted that GWAPA is interested in pledging an unrestricted gift of **\$250** to the Smithsonian's National Zoological Park. **It is tradition that donors to the Smithsonian's National Zoological Park are invited to co-sponsor an event with us in celebration of such a gift. At your request, the Amazonia Science Gallery Conference Room has been reserved for the enjoyment of 15 guests from 1pm-4pm on Saturday, January 28, 2012.** This letter will serve as confirmation of the event details as we now know them, although final approval will be confirmed upon receipt of this signed agreement and a deposit.

FOR YOUR DONATION WE WILL PROVIDE:

- ❖ Private use of the Amazonia Science Gallery Conference Room for your guests.
- ❖ **Reduced rate parking in any of the Zoo parking lots.**
- ❖ **Signage throughout the Zoo and at your event.**
- ❖ Event Planner assigned to your event.

YOUR ORGANIZATION IS RESPONSIBLE FOR:

- ❖ All catering expenses. Either we can handle the catering arrangements, or you are welcome to contract with a licensed caterer on your own. Please note the "Catering Details" section below.
- ❖ The cost of all support items, including but not limited to: tables, chairs, tent, audio-visual equipment, linen, decorations, etc. We can offer suggestions for vendors familiar with our facility once your event is planned.
- ❖ All entertainment expenses. Please let us know if you need assistance with your musical selection or entertainment vendor. We can help you arrange a band, arts & crafts, or Zoo party favors. We can also arrange face painters, clowns, moon bounces, field games, and many other activities to keep kids busy.
- ❖ All staff overtime charges related to your event. For example, security personnel, facilities personnel, or animal keeper staff required to execute your event.
- ❖ Transportation and Parking costs. Parking spaces cannot be reserved; however discounted parking can be arranged through your Event Planner.

CATERING DETAILS:

- ❖ If the Zoo handles the catering arrangements for a daytime event, tables, chairs, set-up, break down, trash cans, trash pick-up, and labor will be provided. The final catering guarantee for the number of guests attending your event is due to our office 5 business days prior to your event.
- ❖ If you contract with an outside caterer for a daytime event, then you will be responsible for ordering tables and chairs, and arranging for set-up, break down, trash cans, trash pick-up, and labor through your contracted caterer or through the Zoo. Please contact your Event Planner for labor and equipment pricing.
- ❖ **Please note – All outside caterers must be approved by our Events Office.** Please check with your event planner before contracting with any outside caterer.

PRINTING

We request that design, style, and text of all printed materials related to the event be approved by our office prior to its mailing or distribution.

#### PLANNING

Although you are responsible for the external arrangements for this event, the Smithsonian Institution requests that we work together to coordinate the arrangement and supervision of all event requirements, including: selection and/or approval of caterer, entertainment, protocol, speaking program (if applicable), décor, special effects, rental equipment, walk-throughs, and on-site direction of all other aspects of this event.

#### ON-SITE STAFF SUPPORT

Your organization will be responsible for providing food and drink (as appropriate) to Zoo staff members who are *assigned to work* at the event.

#### SMOKING

The Zoo is a non-smoking facility.

#### ANIMALS AND PLANTS

The importation of animals or plants onto Zoo grounds from outside sources for use in a special event is prohibited unless approved in advance by this office.

#### SAFETY AND PROTECTION

Based on expected attendance, the Zoo Police Department will assign as many officers as necessary to maintain the required safety and protection for this event. Please be advised the following items/activities are not allowed on Zoo grounds:

- ❖ Balloons
- ❖ Ball Sports such as football, baseball, volleyball, badmitten, soccer, etc.

#### LIABILITY

All non-Smithsonian organizations (including its associates and vendors who participate in a co-sponsored special event at the Smithsonian's National Zoological Park) shall indemnify and hold harmless the United States, the Smithsonian Institution, the Smithsonian's National Zoological Park, and their agents and employees, against any and all damages, claims, or other liability due to personal injury or death, or damage to or loss of the property of others, arising out of their use of this facility.

#### INSURANCE

All non-Smithsonian organizations must maintain adequate insurance coverage during the term of the agreement for the use of Smithsonian Institution facilities for a special event. Please send a photocopy of your certificate of insurance to us along with your donation. Be certain that all outside vendors (caterers, rental companies, etc.) carry current insurance policies.

#### MECHANICAL OR OTHER DISRUPTIONS

The Smithsonian's National Zoological Park will bear no financial responsibility for any disruptions that may occur due to mechanical difficulties, emergencies or unanticipated events beyond our control. If the contracted event space becomes unavailable due to animal welfare or construction that would hinder your event a comparable event space will be provided.

#### TAX DEDUCTION

For tax purposes, Friends of the National Zoo is a 501-C3 (educational, non-profit organization).

#### DONATIONS/PAYMENT

If this agreement meets your approval, we request that you send a signed copy of this letter along with the **\$250** donation payable to FRIENDS OF THE NATIONAL ZOO. If you need a credit card authorization form, please contact the Event Planner listed on the contract. **Your event will be considered definite upon receipt of your donation.** Any additional or unforeseen costs (such as tent, entertainment, etc.) are due net thirty (30) days from the date of invoice.

#### CANCELLATION

Events at the Zoo are held rain or shine. Any notice of cancellation must be received no later than ten (10) working days before the event date. If such notification is received in a timely manner, and the organization wishes to reschedule the event, we will make every effort to do so. Please keep in mind, the donation is not a charge for an event and is non-refundable. If you cancel your event in less than ten (10) working days prior to your event, you will be responsible for any expenses the Zoo has incurred in preparation for your event. These expenses include, but are not limited to, equipment rental, entertainment, catering, and your donation.

The Smithsonian’s National Zoological Park is unlike any other site in the DC Metropolitan Area. We, alone, provide a rare opportunity to showcase wild animals in an intimate setting. This proposal offers your guests an enjoyable, unforgettable, and enlightening event. We are thrilled that your organization is enthusiastic about this experience.

Once we have received the signed contract and deposit, it will be countersigned and returned as an indication that your event is definite. We look forward to co-sponsoring an event with your organization at the Zoo.

Sincerely,

**Amy Gaus, Corporate Event Planner**  
**Department of Corporate & Special Events**  
**Friends of the National Zoo**  
**Smithsonian's National Zoo**  
PO Box 37012 MRC 5516 Washington DC 20013-7012  
p: 202-633-3068, f: 202-673-1678, e: [gausa@si.edu](mailto:gausa@si.edu)

I AM AUTHORIZED TO ACCEPT THE SMITHSONIAN’S NATIONAL ZOOLOGICAL PARK TERMS AND CONDITIONS FOR THIS EVENT.

Signature:
Printed Name:
Title:
Date:

DEPOSIT RECEIVED, CONTRACT COUNTERSIGNED, & ACCEPTED AS A DEFINITE EVENT BY:

Signature:
Printed Name: Amy Gaus
Title: Corporate Event Planner
Date:

DEPOSIT OF \$ \_\_\_\_\_ RECEIVED ON \_\_\_\_\_